

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
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State of Wisconsin Department of Corrections

March 1, 2017

Chief Timothy Roets
Watertown Police Department
106 Jones Street
Watertown, WI 53094

RE: 2017 Annual Inspection, Watertown Municipal Lockup

Dear Chief Roets:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Watertown Municipal Lockup was conducted on February 22, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The four cells and adjacent booking area were inspected and continue to be found in excellent condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5). These inspections continue to be conducted on a monthly basis, with other inspections of the facility taking place weekly.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were clean and well organized.

Health Care 349.09

The Watertown Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being booked

at the facility. Current Watertown procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by the shift commander.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspections by the Watertown Fire Department were completed on 12/22/16 and 6/27/16, respectively. Evacuation routes are in place, and your Department maintains a variance from the Office of Detention Facilities for self-contained breathing apparatuses.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Watertown Municipal Lockup. Since the last annual inspection in 2016, one notification was received by this office involving an unusual occurrence and information was promptly provided to this office. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that security checks are generally being conducted and documented approximately [REDACTED] minutes for adult detainees.

Detention of Juveniles 349.21

Your Department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles. A review of the juvenile booking forms and files found that they are being kept separate from adults. The physical layout of the facility is designed so that sight and sound separation is maintained. A review indicated that only one juvenile was held in a cell during the past year. However, a review of the juvenile booking sheet showed that the security checks were completed between 25-30 minutes which is beyond the requirement of 20 minutes required in administrative code. Considering that placing juveniles in a cell is a rare event at your department, it is strongly suggested that all officers obtain re-training on the requirements for juvenile detainees as set forth in DOC 349.21.

Approval

The Watertown Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Captain Curtis Kleppin for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,



Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: John David, Mayor
Curtis Kleppin, Captain
Kristi Dietz, ODF Director
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